



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Coordinator Consultation & Development LHS [Classified Non-Competitive]			Salary P29 \$78,796.60 - \$112,372.72
Posting Number 316-20	Position Number 952305	Number of Positions 1	Posting Period * From: 10/05/2020 To: 10/19/2020
Location: 50 West State Street, 3rd Floor, Trenton NJ 153 Halsey Street, Newark, NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Reviews and analyzes proposed, new, and current federal/state laws and regulations relating to specific client service/assistance programs administered by the agency (including, but not limited to: HIV reporting laws, Harm Reduction Center rules and regulations, and AIDS Drug Assistance Program Memorandum of Agreement) to determine and evaluate the subsequent impact on operations; identifies service areas requiring new and/or revised policies and procedures; prepares draft material to develop new or revised policies and procedures. Works closely with the Office of Legal and Regulatory Compliance on all of the above.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Master's degree in Public Health, Public Health Administration, Government Administration, Public Administration or in a related field.

EXPERIENCE: Four (4) years of experience in the development, implementation and/or evaluation of health programs in a public or private agency.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTHIVAIDS@doh.nj.gov
- Mail the required documents to:
**Patricia Laird, Administrative Assistant 2
HIV, STD and TB Services
Reference Posting #316-20
New Jersey Department of Health
PO Box 363
Trenton, NJ 08625-0363**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

-
- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*

PER-53
AUGUST 20